

16 January 2026

Dear Parent/Guardian,

Keeping everyone safe on site is a shared responsibility, and as part of our safeguarding procedures, it is essential that all students wear their college ID visibly at all times whilst in college.

This year, we have seen a small number of situations where non-college students have been invited onto the site. While these individuals have posed no threat, the consistent and correct wearing of visible ID by all staff and students enables us to quickly and effectively identify anyone who should not be on site. This is a key part of maintaining a safe and secure environment.

We would like to thank the vast majority of students who consistently comply with this requirement. If a student forgets their lanyard, they must report to Reception to collect a temporary lanyard. This must be returned at the end of the same day with the printed name tag inside. At present, we have over 200 temporary lanyards outstanding. Students who currently have one will receive a text message today and will have until the end of next week to return it.

Any student who does not return a temporary lanyard by the end of the week in which it was borrowed will be placed on a **“banned from borrowing”** list.

From **Monday 26 January**, any student who does not have their lanyard and is on the banned-from-borrowing list will be given the option of purchasing a replacement or returning home to collect their college ID. Students will not be permitted to remain on site without visible ID, as this presents a serious safeguarding concern.

We would also like to remind students that ID cards must be worn correctly on a lanyard around the neck. Carrying the ID in a pocket while the lanyard is visible is not acceptable. Students who require repeated reminders may be subject to senior staff intervention.

Thank you for your continued support in reinforcing these expectations. Your cooperation helps us maintain a safe and secure environment for everyone on site.

Yours sincerely

Senior Leadership Team